

FINANCIAL SERVICES DEPARTMENT
“WHO DO YOU CALL FOR WHAT?”

Account Codes	iv-help@svvdsd.org	
Account Reconciliation	Janice Cramer	57223
	Kirk Youngman	57318
	Jane Schein	57378
Accounts Payable	Shelly Murphy	57332
Vendors A - H	Victoria Walston	57218
Vendors I – Q	Eileen Finleon	57220
Vendors R – Z	Pam Rice	57222
Any Questions, Concerns, Notifications	Candy Tiff	57203
Booster Clubs	Joanne Harbert	57210
Budget Control/Transfers	Janice Cramer	57223
	Tony Whiteley	57216
Cash Receipts	Janice Cramer	57223
	Donna West	57217
Expediting Processing of Purchasing Requisitions	Traci Burtnett	57767
Expenditure Corrections	Janice Cramer	57223
Fixed Assets	Shelly Murphy	57332
Grants	Lauren Caraballo	57554
Infinite Campus Deposits / RevTrak / RegWerks	Donna West	57217
Infinite Vision Assistance	iv-help@svvdsd.org	
New Vendor Entry and Vendor Maintenance for IV	Chelsey Axtell	57769
Officials	Donna West	57217
	Joanne Harbert	57210
Payroll	Lynda Chapman	57221
Payroll – Licensed	Liz Spahn	57219
Payroll – Classified	Mona Marler	57347
Payroll – Classified and Insurance	Nancy Shetler	57528
P-Card Statements and Receipts	Victoria Walston	57218
	Eileen Finleon	57220
	Pam Rice	57222
PO Corrections, PO Closures, PO Reopening	Chelsey Axtell	57769
PO Corrections (Construction POs only)	Bill Oliver	57736
Purchasing Card Issues	Donna West	57217
	Janice Cramer	57223
Sales Tax	Shelly Murphy	57332
Short Checks	Donna West	57217
	Candy Tiff	57203